

### **Performance Outcome 5. 1.**

Analyze and compare incidents of criminal behavior relating to modus operandi.

### **Training Objectives Relating to 5. 1.**

- A. Given a written exercise, identify the factors to consider in analyzing and comparing criminal behavior to establish a modus operandi (m.o.) as a first responder.

**Criteria:** The trainee shall be tested on the following:

- 5.1.1. Define modus operandi (“m.o.”) and how it is used.
- 5.1.2. Identify three indicators to help establish m.o.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Define modus operandi (“m.o.”) and how it is used.
2. Identify procedures to provide information to investigators as part of a preliminary report.
3. Identify information to provide:
  - a. Type of weapon
  - b. Condition of the victim(s)
  - c. Kind of injuries
  - d. Statement(s) given by victim
  - e. Previous reports
  - f. Target
  - g. Date/Time
  - h. Location
  - i. Talk with law enforcement personnel for additional information
  - j. Other suggestions as may be identified

## **Performance Outcome 5. 2.**

Conduct a field suspect identification (“show-up”).

## **Training Objectives Relating to 5. 2.**

- A. Given a written exercise, identify the factors to consider in conducting a field suspect identification (“show-up”) as a first responder.

**Criteria:** The trainee shall be tested on the following:

- 5.2.1. Define a field suspect identification (“show-up”).
- 5.2.2. Identify three evidentiary elements to be considered when conducting a “show-up.”
- 5.2.3. List procedures for conducting a field suspect identification (“show-up”).

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Define a field suspect identification (“show-up”) as the procedure to take the victim or witness to the location where the suspect may be for purpose of identification.
2. Identify evidentiary elements to be considered when conducting a “show-up.”
  - a. The opportunity of the witness to view the criminal at the time of the crime
  - b. The witness’ degree of attention
  - c. The accuracy of the witness’ prior description of the criminal
  - d. The level of certainty demonstrated by the witness at the confrontation
  - e. The length of time between the crime and the confrontation
  - f. The length of time related to distance from the crime scene
  - g. Constitutional limitations
  - h. Physical and mental capacity of witnesses
3. List procedures for conducting a field suspect identification (“show-up”).
  - a. Determine ability of victim or witness to visually make an identification from a vehicle.
  - b. Identify safety concerns related to taking the victim or witness to the location of the suspect.
  - c. Call for assistance to be ready to make the arrest should a positive identification be made.
  - d. Take the victim or witness to the location of the suspect; ask only if he or she can identify the person who committed the crime.

### **Performance Outcome 5. 3.**

Communicate with law enforcement personnel within the agency or with other agencies to exchange information in order to obtain or provide assistance in an investigation.

### **Training Objectives Related to 5. 3.**

- A. Given a written exercise, identify the types of information and sources for obtaining information useful to any agency conducting an investigation.

**Criteria:** The trainee shall be tested on the following:

- 5.3.1. Identify three types of information available within your agency or with other agencies to obtain or to provide in order to render assistance in an investigation.
- a. Descriptive information about a suspect
  - b. Information about other crimes suspect may have committed
  - c. Knowledge of possible whereabouts of suspect
  - d. Family, friends, associates, co-workers of suspect
  - e. Behavior patterns of suspect
  - f. Occupation
  - g. Modus operandi (cross reference to 5. 1.)
  - h. Peculiarities of suspect
  - i. Others as may be identified
- 5.3.2. Identify three various sources that may be used to obtain information relevant to an investigation.
- a. National Crime Information Network (NCIC)
  - b. Virginia Crime Information Network (VCIN)
  - c. Department of Motor Vehicles (DMV)
  - d. Probation and Parole
  - e. Criminal Histories
  - f. Arrest Records
  - g. Retail Merchant Credit Checks
  - h. Utilities Inquiries
  - i. Public Records
  - j. U.S. Postal Service
  - k. Military Records
  - l. Other Law Enforcement Agencies
  - m. Financial Institutions
  - n. Crime Analysis Information Exchanges
  - o. Automatic Fingerprint Identification System (AFIS)
  - p. Surveillance

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Types of information available within your agency or with other agencies to obtain or to provide in order to render assistance in an investigation.
  - a. Descriptive information about a suspect
  - b. Information about other crimes suspect may have committed
  - c. Knowledge of possible whereabouts of suspect
  - d. Family, friends, associates, co-workers of suspect
  - e. Behavior patterns of suspect
  - f. Occupation
  - g. Modus operandi (cross reference to 5. 1.)
  - h. Peculiarities of suspect
  - i. Others as may be identified
2. Various sources that may be used to obtain information relevant to an investigation.
  - a. National Crime Information Network (NCIC)
  - b. Virginia Crime Information Network (VCIN)
  - c. Department of Motor Vehicles (DMV)
  - d. Probation and Parole
  - e. Criminal Histories
  - f. Arrest Records
  - g. Retail Merchant Credit Checks
  - h. Utilities Inquiries
  - i. Public Records
  - j. U.S. Postal Service
  - k. Military Records
  - l. Other Law Enforcement Agencies
  - m. Financial Institutions
  - n. Crime Analysis Information Exchanges
  - o. Automatic Fingerprint Identification System (AFIS)
  - p. Surveillance

### **Performance Outcome 5. 4.**

Conduct a neighborhood canvas to collect crime related information.

### **Training Objectives Relating to 5. 4.**

A. Give a written exercise, identify the procedure to conduct a neighborhood canvas.

**Criteria:** The trainee shall be tested on the following:

- 5.4.1. Identify the scope of the area to canvas.
- 5.4.2. Canvas the neighborhood on the same day of the week and time of day/night that the crime was committed.
- 5.4.3. Document every contact or attempted contact for every house, business, and person in the area.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Identify the scope of the area to canvas.
2. Canvas the neighborhood on the same day of the week and time of day/night that the crime was committed.
3. Document every contact or attempted contact for every house, business, and person in the area.
4. Identify how all collected canvas information can be used to help solve a crime.
5. Identify how information may be organized to help solve a crime.
6. Plan and coordinate information to determine:
  - a. Who
  - b. What
  - c. Where
  - d. When
  - e. Why
  - f. How
7. Contact crime prevention personnel and intelligence officers for possible relevant information in case any worked in the area of the crime.
8. Canvas the neighborhood at different times of day or night
9. Document the contact of every house and person in an area



### **Performance Outcome 5. 5.**

Locate crime witness(es) and suspects, and eliminate suspects to a crime.

### **Training Objectives Relating to 5. 5.**

- A. Given a written exercise, identify the resources used to locate witnesses or suspects to a crime and/or eliminate suspects.

**Criteria:** The trainee shall be tested on the following:

- 5.5.1. Identify three resources to locate witnesses or suspects.

**Lesson Plan Guide:** The lesson plan shall include the following:

Resources to locate witnesses or suspects:

1. Neighborhood canvas
2. Phone records/911 tapes
3. Answering machine messages/caller i.d.
4. Family, friends, co-workers
5. If crime was committed around time of mail delivery, check with letter carriers, cable company workers
6. Children in neighborhood
7. Drivers of regular routes in a specific area
8. Neighborhood watch
9. Taxi companies
10. Store surveillance
11. Records and pictures that may help identify or eliminate suspects
12. Share information with other resources that may provide assistance
  - a. other agencies
  - b. news media
  - c. Crime Stoppers
  - d. informants
  - e. officers serving that patrol area
  - f. wanted posters
  - g. Virginia Association of Law Enforcement Intelligence Documentation (VALID) or other similar networks of professionals
  - h. neighborhood watch
  - i. family
  - j. victims
  - k. witnesses
  - l. others as may be identified
13. When located, use appropriate method to subpoena to court.

## **Performance Outcome 5. 6.**

Investigate cases of child abuse and neglect or elder abuse and neglect.

## **Training Objectives Relating to 5. 6.**

- A. Identify the duties of the first responding officer to investigate cases of child abuse and neglect or elder abuse and neglect and notify Department of Social Services when appropriate.

**Criteria:** The trainee shall be tested on the following:

- 5.6.1. Code of Virginia requirements for reporting suspected child abuse or neglect
- 5.6.2. Identify three duties of first responding officer for investigating cases of child abuse or neglect
  - a. Ensure the safety of the child or elder person and seek medical attention if needed
  - b. Determine if a crime has been committed
  - c. Make proper notifications
- 5.6.3. Identify potential warning signs of child abuse or neglect
- 5.6.4. Identify people who may provide relevant information
- 5.6.5. Identify Code of Virginia requirements for reporting suspected elder abuse or neglect
- 5.6.6. Identify three potential warning signs of elder abuse or neglect
  - a. Mental state of victim
  - b. Reports of frequent hunger
  - c. Inappropriate clothing for weather
  - d. Frequent/suspicious bruising or injuries; past signs of abuse/neglect
  - e. Possible sexual assault
  - f. Witness(es) to abuse or neglect
  - g. Lack of caretaker for elder person

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Code of Virginia requirements for reporting suspected child abuse or neglect (§ 63.1-248.3)
2. Identify three duties of first responding officer for investigating cases of child or elder abuse or neglect
  - a. Ensure the safety of the child or elder person and seek medical attention if needed
  - b. Determine if a crime has been committed
  - c. Make proper notifications
3. Identify potential warning signs of child abuse or neglect
  - a. Frequent hunger
  - b. Inappropriate clothing for weather
  - c. Frequent/suspicious bruising or injuries
  - d. Inappropriate sexual behavior
  - e. Lack of adult supervision for child frequently getting into mischief
  - f. Drug/alcohol use
  - g. Runaways/incorrigibles
  - h. Others as may be identified
4. Identify people who may provide relevant information
  - a. Victim child (interview separately)
  - b. Doctors/hospital personnel
  - c. Child protective services (obtain psychiatric evaluation)
  - d. School personnel
  - e. Neighbors
  - f. Other children
  - g. Interview parents separately (check custody arrangements and interview all parties with access to the child)
5. Identify Code of Virginia requirements for reporting suspected elder abuse or neglect (§ 63.1-55.3)
6. Identify three potential warning signs of elder abuse or neglect
  - a. Mental state of victim
  - b. Reports of frequent hunger
  - c. Inappropriate clothing for weather
  - d. Frequent/suspicious bruising or injuries; past signs of abuse/neglect
  - e. Possible sexual assault
  - f. Witness(es) to abuse or neglect
  - g. Lack of caretaker for elder person

## **Performance Outcome 5. 7.**

Conduct preliminary investigation of events related to a death, and follow-up investigation when assigned. Review with the medical examiner the circumstances related to a death.

## **Training Objectives Relating to 5. 7.**

Given a written or practical exercise:

- A. Identify or demonstrate the duties of the first responding officer at the scene a death.
- B. Identify the elements to cover in a review with the medical examiner regarding the circumstances of a death.

**Criteria:** The trainee shall be tested on the following:

First responder duties:

- 5.7.1. Make a preliminary determination of a death to be caused from natural or unnatural causes
- 5.7.2. Determine if a suspect may still be on the premises
- 5.7.3. Protect the crime scene
- 5.7.4. Make proper notifications
- 5.7.5. Collect and maintain chain of evidence (when assigned); assist as needed and record your activities
- 5.7.6. Record findings on standard report form
- 5.7.7. Locate witnesses and record statements

For review with the medical examiner:

- 5.7.8. Provide all details observed at scene
- 5.7.9. Information related to the manner of death
- 5.7.10. Information related to the health of the victim
- 5.7.11. Relevant medical information received from victim's doctor (some will sign death certificate)

**Lesson Plan Guide:** The lesson plan shall include the following:

For first responder duties:

1. Make a preliminary determination of a death to be caused from natural or unnatural causes (if not clearly related to natural causes, all deaths are to be investigated as homicides until determined otherwise)
2. Determine if a suspect may still be on the premises
3. Protect the crime scene
4. Make proper notifications
5. Collect and maintain chain of evidence (when assigned); assist as needed and record your activities
6. Record findings on standard report form
  - a. Position of body
  - b. Position of weapon
  - c. Type of wound
  - d. Location of wound
  - e. Ligature marks
  - f. Post mortem signs
  - g. Presence of note
  - h. Dying declaration elements
7. Locate witnesses and record statements
8. Identify factors to consider in relationship to a follow-up and continuing investigation of a homicide (when assigned)
  - a. Type and style of homicide (single or multiple)
  - b. One or more than one perpetrator indicated
  - c. Method of death (using a blunt object, drowning, gunshot, etc.)
  - d. Preliminary witness interviews
  - e. Interviews with victim prior to death
  - f. Dying declaration elements
  - g. Rescue personnel interviews
  - h. Fire department personnel interviews
  - i. Medical examiner information re: manner & cause of death
  - j. Victimology
  - k. Motive (if identified)
  - l. Opportunity
  - m. Ability
  - n. Time (season, day, night)
9. Identify factors to consider in relationship to determining death by suicide
  - a. Define suicide
  - b. Medical examiner information re: manner and cause of death
  - c. Autopsy
  - d. Witness interview(s) (if any available)
  - e. Family member interview(s)

- f. Possible motivation
- g. Analysis of victim's mental and physical health at time of death
- h. Document activities accurately
- i. Crime scene search considerations (was suicide possible based on physical evidence)
- j. Steps of investigation that lead to a determination of suicide
  - (1). Conduct the steps of a death investigation
  - (2). If homicide or natural cause are eliminated as the cause of death, then suicide is the finding.

For review with the medical examiner:

- 1. Provide all details observed at scene
- 2. Information related to the manner of death
- 3. Information related to the health of the victim
- 4. Relevant medical information received from victim's doctor (some will sign death certificate)

## **Performance Outcome 5. 8.**

Conduct preliminary investigation of a rape or sexual offense, and follow-up investigation when assigned.

## **Training Objectives Related to 5. 8.**

- A. Given a written or practical exercise, identify or demonstrate the duties of the first responding officer investigating a rape or sexual offense.

**Criteria:** The trainee shall be tested on the following:

- 5.8.1. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the rape.
- 5.8.2. Calm the victim and seek appropriate medical attention.
- 5.8.3. Identify and separate witnesses
- 5.8.4. Secure the crime scene and protect evidence
- 5.8.5. Notify the appropriate investigating agency
- 5.8.6. Provide referrals to services that assist victims of sex crimes
- 5.8.7. Identify the evidentiary value of a PERK (Physical Evidence Recovery Kit)
- 5.8.8. Complete necessary reports



**Lesson Plan Guide:** The lesson plan shall include the following:

1. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the rape.
2. Calm the victim and seek appropriate medical attention.
  - a. Arrange for PERK (Physical Evidence Recovery Kit) administration
3. Identify and separate witnesses
4. Secure the crime scene and protect evidence
5. Notify the appropriate investigating agency
6. Provide referrals to services that assist victims of sex crimes
7. Identify the evidentiary value of a PERK (Physical Evidence Recovery Kit)
8. Complete necessary reports

## **Performance Outcome 5. 9.**

Conduct preliminary investigation of events related to a robbery.

## **Training Objectives Relating to 5. 9.**

- A. Given a written or practical exercise, identify or demonstrate the duties of the first responding officer to investigate events relating to a robbery.

**Criteria:** The trainee shall be tested on the following:

- 5.9.1. Check for injury/death
- 5.9.2. Notify proper authorities
- 5.9.3. Protect the crime scene according to requirements of the nature of the crime
- 5.9.4. Locate witnesses
- 5.9.5. Assist as needed on scene
- 5.9.6. Check with supervisor to determine if follow-up is needed
- 5.9.7. Complete necessary reports
- 5.9.8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Check for injury/death
2. Notify proper authorities
3. Protect the crime scene according to requirements of the nature of the crime
4. Locate witnesses
5. Assist as needed on scene
6. Check with supervisor to determine if follow-up is needed
7. Complete necessary reports
8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

## **Performance Outcome 5. 10.**

Conduct a preliminary investigation of a burglary, and follow-up investigation when assigned.

## **Training Objectives Relating to 5. 10.**

- A. Given a written or practical exercise, identify or demonstrate the duties of the first responding officer to investigate events relating to a burglary.

**Criteria:** The trainee shall be tested on the following:

- 5.10.1. Check for injury/death
- 5.10.2. Notify proper authorities
- 5.10.3. Locate point of entry/exit.
- 5.10.4. Protect the crime scene according to requirements of the nature of the crime
- 5.10.5. Locate witnesses
- 5.10.6. Assist as needed on scene
- 5.10.7. Check with supervisor to determine if follow-up is needed
- 5.10.8. Complete necessary reports
- 5.10.9. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Check for injury/death
2. Notify proper authorities
3. Locate point of entry/exit.
4. Protect the crime scene according to requirements of the nature of the crime
5. Locate witnesses
6. Assist as needed on scene
7. Check with supervisor to determine if follow-up is needed
8. Complete necessary reports
9. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

## **Performance Outcome 5. 11.**

Conduct a preliminary investigation of an assault, and follow-up investigation when assigned.

## **Training Objectives Relating to 5. 11.**

- A. Given a written or practical exercise, identify or demonstrate the duties of the first responding officer to investigate events relating to an assault.

**Criteria:** The trainee shall be tested on the following:

- 5.11.1. Check for injury/death
- 5.11.2. Notify proper authorities
- 5.11.3. Protect the crime scene according to requirements of the nature of the crime
- 5.11.4. Locate witnesses
- 5.11.5. Assist as needed on scene
- 5.11.6. Check with supervisor to determine if follow-up is needed
- 5.11.7. Complete necessary reports
- 5.11.8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Check for injury/death
2. Notify proper authorities
3. Protect the crime scene according to requirements of the nature of the crime
4. Locate witnesses
5. Assist as needed on scene
6. Check with supervisor to determine if follow-up is needed
7. Complete necessary reports
8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

## **Performance Outcome 5. 12.**

Conduct a preliminary investigation of a larceny, and follow-up investigation when assigned. Estimate and record the value of stolen or recovered goods. Conduct an investigation to locate, identify, and return stolen property.

## **Training Objectives Relating to 5. 12.**

Given a written or practical exercise:

- A. Identify or demonstrate the duties of the first responding officer to investigate events relating to a larceny.
- B. Identify sources which can be utilized to assist in estimating and recording the value of stolen or recovered goods.
- C. Identify methods to determine if property is stolen and identifiers that help to trace stolen property.

**Criteria:** The trainee shall be tested on the following:

**For first responder duties:**

- 5.12.1. Check for injury/death
- 5.12.2. Notify proper authorities
- 5.12.3. Protect the crime scene according to requirements of the nature of the crime
- 5.12.4. Locate witnesses
- 5.12.5. Assist as needed on scene
- 5.12.6. Check with supervisor to determine if follow-up is needed
- 5.12.7. Complete necessary reports
- 5.12.8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

**For estimating and recording the value of stolen goods:**

- 5.12.8. Identify three sources from the lesson plan list.

**For tracing stolen property:**

- 5.12.9. Identify three methods to determine if property is stolen and how to trace it.
- 5.12.10. List three unique identifiers of stolen goods that assist in conducting a trace.



**Lesson Plan Guide:** The lesson plan shall include the following:

**First responder duties:**

1. Check for injury/death
2. Notify proper authorities
3. Protect the crime scene according to requirements of the nature of the crime
4. Locate witnesses
5. Assist as needed on scene
6. Check with supervisor to determine if follow-up is needed
7. Complete necessary reports
8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

**Sources that assist in estimating and recording the value of stolen goods:**

1. National Automobile Dealers Association (NADA) Books (for vehicles and boats)
2. American Insurance Association
3. Personal Property Tax Records
4. Pawn Shop Blue Books
5. Replacement lost estimates
6. Appraisal lists by experts
7. Insurance adjusters

**Tracing stolen property:**

1. Methods to determine if property is stolen and how to trace it.
  - a. Check Virginia Crime Information Network (VCIN)/National Crime Information Network (NCIC) entries
  - b. Checking of teletypes and pawn shop lists
  - c. Attempt restoration of serial/model numbers
  - d. Check Vehicle Identification Number (VIN) assist for vehicles
  - e. Check manufacturer lot numbers
  - f. Check for social security number
  - g. Check with informants/concerned citizens
  - h. Others as may be identified
2. Unique identifiers of stolen goods that assist in conducting a trace
  - a. Serial numbers
  - b. Model numbers
  - c. Etched numbers
  - d. Social security number
  - e. Unique descriptors of the goods (marks, dents, etc.)
  - f. Easily seen
  - g. Obliterated
  - h. Hidden
  - i. Others as may be identified

### **Performance Outcome 5. 13.**

Conduct a preliminary investigation of a hate crime, and follow-up investigation when assigned.

### **Training Objectives Relating to 5. 13.**

- A. Given a written or practical exercise, identify or demonstrate the duties of the first responding officer to investigate events relating to a hate crime.

**Criteria:** The trainee shall be tested on the following:

- 5.13.1. Check for injury/death
- 5.13.2. Notify proper authorities
- 5.13.3. Protect the crime scene according to requirements of the nature of the crime
- 5.13.4. Locate witnesses
- 5.13.5. Assist as needed on scene
- 5.13.6. Check with supervisor to determine if follow-up is needed
- 5.13.7. Complete necessary reports (including required state forms that must be completed related to investigation of a hate crime)
- 5.13.8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Check for injury/death
2. Notify proper authorities
  - a. Fire marshal (when appropriate)
  - b. ATF (when appropriate)
3. Protect the crime scene according to requirements of the nature of the crime
4. Locate witnesses
5. Assist as needed on scene
6. Check with supervisor to determine if follow-up is needed
7. Complete necessary reports (including required state forms that must be completed related to investigation of a hate crime)
8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

### **Performance Outcome 5. 14.**

Conduct a preliminary investigation of suspicious fires, and follow-up investigation when assigned.

### **Training Objectives Relating to 5. 14.**

- A. Given a written or practical exercise, identify or demonstrate the duties of the first responding officer to investigate events relating to a suspicious fire.

**Criteria:** The trainee shall be tested on the following:

- 5.14.1. Check for injury/death
- 5.14.2. Notify proper authorities
- 5.14.3. Protect the crime scene according to requirements of the nature of the crime
- 5.14.4. Locate witnesses
- 5.14.5. Assist as needed on scene
- 5.14.6. Check with supervisor to determine if follow-up is needed
- 5.14.7. Complete necessary reports
- 5.14.8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Check for injury/death
2. Notify proper authorities
3. Protect the crime scene according to requirements of the nature of the crime
4. Locate witnesses
5. Assist as needed on scene
6. Check with supervisor to determine if follow-up is needed
7. Complete necessary reports
8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

### **Performance Outcome 5. 15.**

Conduct preliminary investigation of weapons/firearms offenses, and follow-up investigation when assigned.

### **Training Objectives Relating to 5. 15.**

- A. Given a written exercise, identify the duties of the first responding officer to investigate events relating to weapons/firearms offenses.

**Criteria:** The trainee shall be tested on the following:

- 5.15.1. Check for injury/death
- 5.15.2. Notify proper authorities
- 5.15.3. Protect the crime scene according to requirements of the nature of the crime
- 5.15.4. Locate witnesses
- 5.15.5. Assist as needed on scene
- 5.15.6. Check with supervisor to determine if follow-up is needed
- 5.15.7. Complete necessary reports (including Firearms Clearing House Form 187 to be sent to state police)
- 5.15.8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Check for injury/death
2. Notify proper authorities (ATF when appropriate)
3. Protect the crime scene according to requirements of the nature of the crime
4. Locate witnesses
5. Assist as needed on scene
6. Check with supervisor to determine if follow-up is needed
7. Complete necessary reports
8. Determine if the crime is in progress, if the suspect is still on the premises, or how much time has elapsed since the crime.

## **Performance Outcome 5. 16.**

Observe, protect and preserve wounds, injuries, and evidence pertaining to dead bodies and notify proper authority.

## **Training Objectives Relating to 5. 16.**

- A. Given a written or practical exercise, identify or demonstrate techniques used to protect and preserve wounds, injuries, and evidence pertaining to dead bodies.

**Criteria:** The trainee shall be tested on the following:

- 5.16.1. Techniques to protect a body and other evidence to prevent crime scene contamination or alteration.
- 5.16.2. Identify three items or procedures that may be used to make an identification of a dead body.



**Lesson Plan Guide:** The lesson plan shall include the following:

1. Techniques to protect a body and other evidence to prevent crime scene contamination or alteration.
  - a. Assumption of control over the body by the investigating officer
  - b. Type of materials acceptable to cover a body (tent over body not touching it is preferred)
  - c. If, when, and what materials to use to protect evidence on hands and feet (paper is preferred)
  - d. Preserving blood evidence
  - e. Preserving evidence on weapons
  - f. Preserving evidence in extremely hot, wet, or cold conditions
  - g. Preserving evidence in or on vehicles
  - h. Using universal precautions
  - i. Using protective gloves, jacket, shoes
  - j. Using needed equipment (blood containers, protective bags, etc.)
2. Identify procedures that may be used to make an identification of a dead body.
  - a. Wallet
  - b. Vehicle
  - c. Another person
  - d. Fingerprints
  - e. Dental records
  - f. Hospital records (note: x-rays are not kept forever, but may be on microfiche)
  - g. Facial reconstruction
  - h. Tattoos
  - i. Unique characteristics of deoxyribonucleic acid (DNA)
  - j. Rings/jewelry
  - k. Eye glass prescriptions
  - l. Other methods as may be added
3. Investigate all deaths from this point as a homicide until proven otherwise.

**Performance Outcome 5. 17.**

Photograph or videotape crime scene for evidence documentation and scene depiction.

**Training Objective Relating to 5. 17.**

- A. Given a written or audio-visual exercise, identify types of photographs that should be taken at a crime scene for evidence documentation and scene depiction.

**Criteria:** The trainee shall be tested on the following:

- 5.17.1. Close-up
- 5.17.2. Mid-range
- 5.17.3. Overall

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Close-up
2. Mid-range
3. Overall
4. Available lighting
5. Photographs & scales

***Instructor Note: Advise trainees that they will be instructed in the use of the department camera during field training if assigned to take photographs.***

## **Performance Outcome 5. 18.**

Record locations of all evidence recovered from a crime scene.

## **Training Objectives Relating to 5. 18.**

- A. Given a practical exercise, record the location of all evidence in a crime scene sketch.

**Criteria:** The trainee shall be tested on the following:

- 5.18.1. Record on paper
- a. date
  - b. time
  - c. officer's name
  - d. location and identification of evidence
  - e. case number
  - f. crime scene location
  - g. type of offense
  - h. directional indicators (N, S, E, W)

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Record on paper
  - a. date
  - b. time
  - c. officer's name
  - d. location and identification of evidence
  - e. case number
  - f. crime scene location
  - g. type of offense
  - h. directional indicators (N, S, E, W)

### **Performance Outcome 5. 19.**

Identify investigative and potential laboratory value of evidence from crime scenes, and crime lab analyses that help investigative efforts.

### **Training Objectives Relating to 5. 19.**

Given a written exercise:

- A. Identify items observed from crime scenes as having potential value for investigative and laboratory analysis that may result in evidence.
- B. Identify types of forensic analyses that can be conducted to assist investigations.

**Criteria:** The trainee shall be tested on the following:

- 5.19.1. Identification of three items on the lesson plan guide as having investigative or laboratory analysis value.
- 5.19.2. Identification of three types of forensic analysis from the lesson plan guide.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Firearms
2. Toolmarks
3. Fingermarks
4. Automobile lamps and other parts
5. Blood/Body Fluid
6. Drugs/Drug substances/Drug paraphernalia
7. Hair
8. Fingerprints
9. Questioned documents (checks, wills, etc.)
10. Bloodstain patterns
11. Paint
12. Synthetic fibers/clothing
13. Glass
14. Gunshot residue (GSR)
15. Fire debris
16. Footwear and tire impressions
17. Anatomical features (impressions)
18. Post mortem lividity
19. Vegetation under or around body
20. Insects under or around body
21. Bite marks
22. PERK (Physical Evidence Recovery Kit)
23. Ligature marks
24. Skin coloring (e.g. carbon monoxide)
25. Amount of swelling
26. Temperature
27. Weather
28. Humidity
29. Cartridge Cases
30. Drugfire
31. Projectiles
32. General debris
33. DNA
34. Toxicology
35. Arson/explosive/chemical residue

## **Performance Outcome 5. 20.**

Locate, evaluate, collect or protect evidence from a crime scene. Prepare fingerprints, questioned documents and other evidence for lab submission.

## **Training Objectives Relating to 5. 20.**

- A. Given a practical exercise, describe and demonstrate the collection and packaging of evidence as prescribed by the state laboratory. (Division of Forensic Science "Evidence Handling Guide")
- B. Given a practical exercise, locate, evaluate, and collect latent prints from the following surfaces: glass, plastic, and aluminum.
- C. Given a written or practical exercise, identify surfaces that should be taken directly to the lab or processed by a technician for latent print recovery.

**Criteria:** The trainee shall be tested on the following:

- 5.20.1. Collection
- 5.20.2. Packaging
- 5.20.3. Lab submission forms completion
- 5.20.4. The process for lifting latent prints from glass, plastic, and aluminum
- 5.20.5. The process to search for prints by use of appropriate lighting techniques (flashlight to alternate light source)
- 5.20.6. Identification of the surfaces from the following list that should be taken directly to the lab or processed by a technician:
  - a. Crinkled surfaces (metal, wood, plastic)
  - b. Moist surfaces
  - c. Galvanized metal
  - d. Paper
  - e. Unpainted wood
  - f. Prints in blood, paint and other liquids
  - g. Plastic bags (lab)
  - h. Ferris metal (lab)
  - i. Painted wood - non-porous surface (lab)
  - j. Items containing other types of evidence such as blood
  - k. Textured surfaces, i.e., typewriter case, computers, etc.



**Lesson Plan Guide:** The lesson plan shall include the following:

1. Collection of latent prints
2. Packaging of latent prints
3. Lab submission forms completion
4. The process for lifting latent prints from glass, plastic, and aluminum.
5. The process to search for prints by use of appropriate lighting techniques (flash-light to alternate light source)
6. Identification of the surfaces from the following list that should be taken directly to the lab or processed by a technician:
  - a. Crinkled surfaces (metal, wood, plastic)
  - b. Moist surfaces
  - c. Galvanized metal
  - d. Paper
  - e. Unpainted wood
  - f. Prints in blood, paint and other liquids
  - g. Plastic bags (lab)
  - h. Ferris metal (lab)
  - i. Painted wood - non-porous surface (lab)
  - j. Items containing other types of evidence such as blood
  - k. Textured surfaces, i.e., typewriter case, computers, etc.

## **Performance Outcome 5. 21.**

Identify the circumstances under which a suspect may be lawfully fingerprinted, and obtain classifiable fingerprints for the purpose of subject identification.

## **Training Objectives Relating to 5. 21.**

- A. Given a written and practical exercise, identify the circumstances which lawfully permit fingerprinting a suspect, and obtain classifiable fingerprints.

**Criteria:** The trainee shall be tested on the following:

- 5.21.1. Identify the circumstances under which a suspect may be lawfully fingerprinted.
- 5.21.2. Identify the purpose of elimination fingerprints.
- 5.21.3. Obtain classifiable fingerprints for the purpose of subject identification in a practical demonstration utilizing proper fingerprinting techniques and equipment.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Identify the circumstances under which a suspect may be lawfully fingerprinted
  - a. charged with a felony
  - b. charged with a class I or class II misdemeanor
  - c. convicted of the above
  - d. juveniles
2. Identify the purpose of elimination fingerprints.
3. Obtain classifiable fingerprints for the purpose of subject identification in a practical demonstration utilizing proper fingerprinting techniques and equipment.
  - a. Rolling
  - b. Livescan (where available)

## **Performance Outcome 5. 22.**

Interview a complainant, witness, victim, or suspect.

## **Training Objectives Relating to 5. 22.**

- A. Given a written exercise, identify factors to consider in conducting a suspect interview.
- B. Given a practical exercise:
  - 1. Interview a complainant, a witness, or a victim.
  - 2. Interview a suspect combining legal requirements and interview techniques.

**Criteria:** The trainee shall be tested on the following:

**For a complainant, a witness, or a victim:**

- 5.22.1. Professional demeanor
- 5.22.2. Use of open-ended questions
- 5.22.3. Recording of information necessary to complete a report

**For a suspect:**

- 5.22.4. Three considerations of conducting an interview
- 5.22.5. Three interview styles
- 5.22.6. A strategy and questions to ask prior to the questioning

**Lesson Plan Guide:** The lesson plan shall include the following:

**For a complainant, a witness, or a victim:**

1. Professional demeanor
2. Use of open-ended questions
3. Information necessary to complete a report
4. Complainants and witnesses should be interviewed separately and early in the case
5. Statements are made under conditions that provide for no duress, threats, or promises
6. The focus is on details that bring out the facts of the case and build on these
  - a. Be aware of perceptions of the public about police interviews
7. Complainants and witnesses are informed that they may be reinterviewed later for information that they may not remember at the moment or about information subsequently developed
8. Complainants and witnesses are thanked for their information and/or assistance
9. Identify when/if interview shifts from an interview to an interrogation or becomes accusatory

**For a suspect:**

1. Identify three considerations of conducting an interview:
  - a. Timing
  - b. Location
  - c. Physical and emotional needs
  - d. Drug and alcohol effects
  - e. Preparation
  - f. Privacy
  - g. Physical barriers
  - h. Juvenile/adult
2. Identify three interview styles
  - a. Factual
  - b. Sympathetic
  - c. Hostile
  - d. Apathetic
  - e. Face-saving
  - f. Complimentary
3. Identify a strategy and questions to ask prior to the questioning to determine as much as possible who, what, where, when, why, and how
4. Given a practical exercise combining legal requirements and interview techniques, conduct a suspect interview.
  - a. Introduction and purpose of the interview
  - b. Question for desired information
  - c. Adhere to legal requirements
  - d. Conclude

**Performance Outcome 5. 23.**

Interview medical personnel to obtain information.

**Training Objectives Relating to 5. 23.**

- A. Given a written exercise, identify three types of information that may be provided by medical personnel.

**Criteria:** The trainee shall be tested on the following:

- 5.23.1. Identification of three types of information that may be provided by medical personnel from the list in the lesson plan guide.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. Type(s) of injury
2. Seriousness of injury
3. Weapon used
4. Presence of physical evidence
5. Any statements by victim
6. Where victim was at time of crime
7. How victim was situated (sitting, standing, prone)
8. Others as may be identified

### **Performance Outcome 5. 24.**

Ensure full understanding of the words of an interviewee, suspect, victim.

### **Training Objectives Relating to 5. 24.**

- A. Given a practical exercise, complete an accurate written report based on an interview.

**Criteria:** The trainee shall be tested on the following:

- 5.24.1. Facts related to the crime
- 5.24.2. Events preceding the crime
- 5.24.3. Write a synopsis of the information gained during the interview



**Lesson Plan Guide:** The lesson plan shall include the following:

1. Facts related to the crime
2. Events preceding the crime
3. Identification of good listening techniques that encourage the person to talk
4. Clarification of words or slang
5. Use of open-ended questions
6. Use of simple and focused language
7. Use of “listening” body language
  - a. Casual observation
  - b. Feedback language
  - c. Gaining complete information about interviewee
8. Write a synopsis of the information gained during the interview
  - a. Summarize the statements of witnesses and complainants to answer who, what, where, when, why, and how of an incident
  - b. Use a functional rather than a literary style
  - c. Be accurate, reliable, and objective
  - d. Remove grammar and spelling errors
  - e. Cover as completely as possible what the witness sees or knows

## **Performance Outcome 5. 25**

Examine public records or records that are available only for law enforcement purposes to help locate missing or wanted persons.

## **Training Objectives Relating to 5. 25**

- A. Given a written exercise, identify public records or records that are only for law enforcement purposes which should be examined to help locate missing or wanted persons.

**Criteria:** The trainee shall be tested on the following:

- 5.25.1. Identification of three types of public records that help to locate missing or wanted persons from the list on the lesson plan.
- 5.25.2. Identification of three types of records that are only for law enforcement purposes that should be examined to help locate missing or wanted persons from the list on the lesson plan.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. National Crime Information Network (NCIC)
2. Virginia Crime Information Network (VCIN)
3. Department of Motor Vehicles (DMV)
4. Probation and Parole
5. Criminal Histories
6. Arrest Records
7. Retail Merchants Credit Checks
8. Utilities Inquiries
9. U. S. Postal Service
10. Property Tax Records
11. Assessors Records
12. Social Service Records
13. Court Records
14. Public School Records
15. Military Records
16. Financial Records
17. Other Law Enforcement Agencies
18. Unemployment Compensation Records
19. Police Reports
20. ROCIC (Regional Organized Crime Information Center)
21. MAGLOCEN (Mid-Atlantic Great Lakes Organized Crime Law Enforcement Network) -- similar to Homicide Assessment & Lead Tracking (HALT) and Violent Criminal Apprehension Program (VICAP) but for northern states)
22. Virginia Association of Law Enforcement Intelligence Documentation (VALID) (publication and networking groups)
23. State Police Fugitive Unit
24. Others as may be identified

***Instructor Note: Advise trainees that they must identify department policy regarding privacy and security of persons and information as part of department training.***

### **Performance Outcome 5. 26.**

Determine reliability and credibility of witnesses.

### **Training Objectives Relating to 5. 26.**

- A. Given a written exercise, identify resources to help determine the reliability and credibility of witnesses.

**Criteria:** The trainee shall be tested on the following:

- 5.26.1. Identification of three resources that help determine reliability and credibility of witnesses from the list on the lesson plan guide.

**Lesson Plan Guide:** The lesson plan shall include the following:

1. National Crime Information Network (NCIC)
2. Virginia Crime Information Network (VCIN)
3. Department of Motor Vehicles (DMV)
4. Probation and Parole
5. Criminal Histories
6. Arrest Records
7. Retail Merchant Credit Checks
8. Utilities Inquiries
9. Public Records
10. U.S. Postal Service
11. Military Records
12. Other Law Enforcement Agencies
13. Financial Institutions
14. Crime Analysis Information Exchanges
15. Automatic Fingerprint Identification (AFIS)
16. Employers, former employers
17. Others as may be identified

***Instructor Note: Advise trainees that they must identify department policy regarding privacy and security of persons and information as part of department training.***